

Welcome!

This tutorial will guide Navy ODs through the steps of updating their NKO Profiles and keeping their contact info current for the OD Roster. It will also teach them to manage NKO Messages, setup their Library Folders for quick reference and teach other crucial steps to better utilize the Navy Optometry Website.

When you create a user account on NKO your identity is validated via **DEERS**. Realize, however that maintaining your contact info on NKO is your responsibility.

❖ Lagoon to NKO: If you have forgotten your user name or password click the appropriate links for assistance or call the NKO help desk.

❖ If you are not registered with NKO refer to the "New Users" section on the NKO login page.
<https://wwwa.nko.navy.mil>

❖ Remember, for technical assistance use the NKO help desk!

877-253-7122 option 2
nln.helpdesk@netc.navy.mil

N@VY
KNOWLEDGE ONLINE

Welcome to the Sea Warrior Portal

NKO User Name

all lowercase

NKO Password

case sensitive

LOG IN TO NKO

[I forgot my User Name](#) [I forgot my Password](#)

Gunner's Mates assigne shoot a shotline to the SUPPLY (T-AOE 6)

:: New Users

If you have never registered on NKO:

- [View the Registration Tutorial](#)
- [Register as a new user](#)
- [Register as a guest user](#)

:: NKO Login Help

- [I need to change my User Name](#)
- [I need to change my Password](#)
- [Download Security certificate](#)
- [Help & FAQ's](#)

:: Help Desk Contact

COMM: (850) 452-1001, Option 1

DSN: 922-1001, Option 1

Toll Free: (877) 253-7122, Option 2

nln.helpdesk@netc.navy.mil

Page 1 **Page 2** **Page 3** **Page 4** **Page 5** **Page 6** **Page 7** **Page 8** **Next >>**

Page 9 **Page 10** **Page 11** **Page 12** **Page 13** **Page 14** **Page 15** **Page 16** **Page 17**

N@VY
KNOWLEDGE ONLINE

Welcome To NKO
LCDR Brian Hatch

[Logout](#) [Manage Profile](#)

Organization & Communities My Bookmarks

❖ Once on NKO select the “Manage Profile” link

- ❖ Select your Primary Community
- ❖ Enter your current email address
- ❖ Enter your current phone number

Basic User Information

Data Problems? Please follow this guidance.

Username: brian.c.hatch

First Name: Brian

Middle Name: Clair

Last Name: Hatch

Primary Community: *

Email:

Phone number:

2nd Phone number:

Zipcode:

Account Type: Navy - Active Duty

Paygrade: O4

Officer/Enlisted Code: O

Officer Designator: 2305

Warfare Qualification:

❖ Click here when finished

✦ Pick this community

Unalterable profile data displayed is extracted from official Navy databases. Corrections or updates to the data must be submitted by the member, or their local Personnel Support Detachment (PSD), to the applicable Navy database manager. Use this link for guidance on who to contact for corrections or updates to data displayed on the various NKO screens.

<https://ntmpsweb.ntmps.navy.mil/DataProblems.aspx>

***** Please include your rate/rank, full name, and telephone number when sending email to the NTMPS

| | | | | | | | | | |
|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7 | Page 8 | << Back | Next >> |
| Page 9 | Page 10 | Page 11 | Page 12 | Page 13 | Page 14 | Page 15 | Page 16 | Page 17 | |

❖ On the
Navy Optometry Directory Page
Click on the red letters to open
the
pre-addressed Microsoft

| | |
|----------|---|
| To: | a_engle@amedd.army.mil |
| Cc: | Moore, Kevin M. CDR <KMMoore1@nmcsd.med.navy.mil> |
| Subject: | OD ROSTER CHANGE REQUEST |

- complete the data fields that need to be updated on the roster -

| Personal Info | | Clinic or Location | |
|---------------|--|--------------------|--|
| Name: | | Name: | |
| Rank: | | Address: | |
| Title: | | Phone: | |
| Email: | | DSN: | |
| PRD: | | COM: | |
| Phone: | | Fax: | |
| DSN: | | DSN: | |
| COM: | | COM: | |
| Comment: | | | |

- click send in your email application to submit form -

NAVY OPTOMETRY DIRECTORY

Updated: 02 Aug 2006

Click Here To Submit A Roster Change



CLICK HERE TO OPEN / DOWNLOAD DIRECTORY NOW

❖ Fill out the form and send it in.
You must have Outlook 2003 or
higher for this to work properly.
If you do not use Outlook, e-
mail your updates directly to
the Specialty and Assistant
Specialty Leaders

Page 1 Page 2 Page 3 **Page 4** Page 5 Page 6 Page 7 Page 8 << Back Next >>

Page 9 Page 10 Page 11 Page 12 Page 13 Page 14 Page 15 Page 16 Page 17

Square your NKO Message handling away now!

If you do not check your NKO Message Center regularly, change your notification settings to send any messages directly to the email address you specified in your profile.

Click here on NKO

My Messages NKO Library NKO IM Admin Tools

First Name Last Name Search White Pages Advanced

Enter Keyword Here Search Site Advanced

MANAGE PROFILE > MY MESSAGES

:: My Messages

| Posted On | Global Alerts |
|-----------------|---|
| 1/16/06 8:28 PM | New gear null on page null is now available in community Optometry. |
| 1/16/06 8:28 PM | New gear null on page null is now available in community Optometry. |
| 1/16/06 8:28 PM | New gear Page-Counter on page null is now available in community C |
| 1/16/06 8:28 PM | New gear Page-Counter on page null is now available in community C |
| 1/16/06 8:20 PM | The For Discussions Relevant to Navy Optometry forum was opened f |

| Posted On | User Targeted Messages |
|-----------------|---|
| 3/2/06 9:16 AM | Library document link from brian.c.hatch link ... view full message |
| 3/2/06 9:16 AM | Library document link from brian.c.hatch link ... view full message |
| 1/11/06 4:58 PM | Library document link from brian.c.hatch link ... view full message |
| 1/11/06 4:58 PM | Library document link from brian.c.hatch link ... view full message |

Manage All Alerts Change Notification Settings

My Messages

Configure your global alert settings

a gear is added to a page you are a leader of
a gear is removed from a page you are a leader of
another user sends you a link to a library document
another user sends you a link to a portal page
community administrator replies to your feedback

Update

<< Go Back

| | |
|---|---|
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |

✦ Checking Email will ensure that your notifications are sent to the address you specified in your NKO Profile

✦ Checking Web will post the notification in your NKO message center. If you are not accustomed to using your NKO message center it is recommended that you deselect these boxes and use the Email option.

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 << Back Next >>

Page 9 Page 10 Page 11 Page 12 Page 13 Page 14 Page 15 Page 16 Page 17

- ❖ Go to CAPT Engle's Desk Page
https://wwwa.nko.navy.mil/portal/page?pa_f_pageld=pg41180020
- ❖ Find the 'New File Links' Gear and click here

New File Links

[Go to the Optometry knowledge centers.](#)

Use the link above to access all files in the Optometry Library. The five most recently added files are listed below.

What's new in Optometry:

- ❖ Wait until the screen refreshes and comes to this view

Optometry

| Name | Description |
|---|--------------------------------------|
| Unsubscribed Communities and Knowledge Centers: | |
| <input type="checkbox"/> Optometry Files | Documents Relevant to Navy Optometry |
| <input type="checkbox"/> Admin Files - Graphics | For admin content and gear graphics |

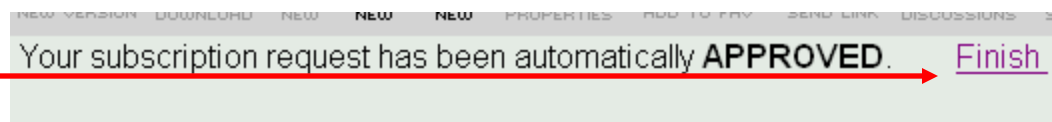


- ❖ Select the check box next to the 'Optometry Files' filing cabinet.

Unsubscribed Communities and Knowledge Centers:

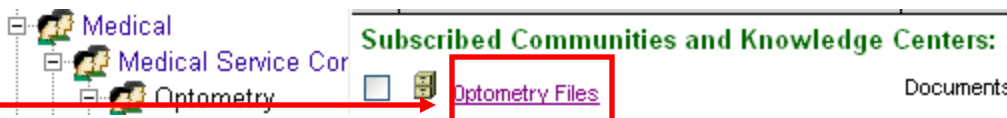


- ❖ Then, click the subscribe button on the library tool bar and follow instructions
- ❖ You may see a confirmation like this, simply click 'Finish'



Note: Those identified as page administrators should repeat this final step to subscribe to the 'Admin File - Graphics' knowledge center also located in the Optometry Community Library.

- ❖ To view the folders click on the words 'Optometry Files' and then on the name of the folder containing the type of information you wish to view.



- ✦ You can go directly to the library to view all the files regardless of where you are in NKO by clicking the NKO Library link in the upper right corner of the page.

✦ Click here on NKO

Welcome To NKO
LCDR Brian Hatch

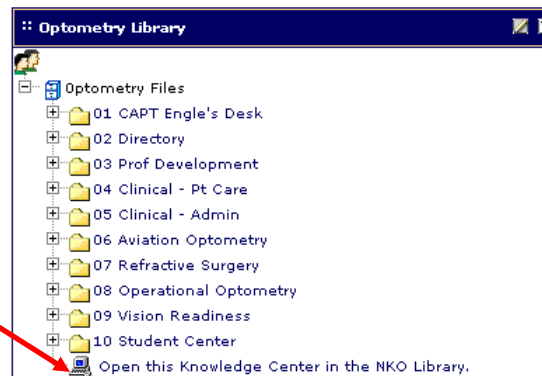
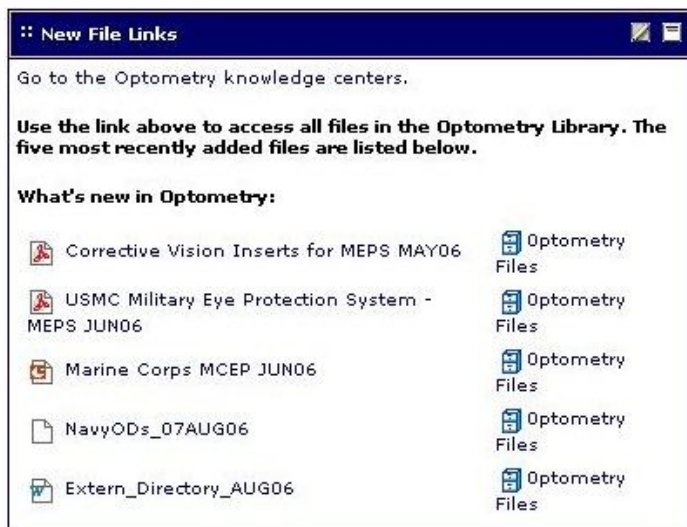
First Name Last Name Search White Pages Advanced

Enter Keyword Here Search Site Advanced

Library Home
Communities
Medical
Medical Service Corps
Optometry
Optometry Files

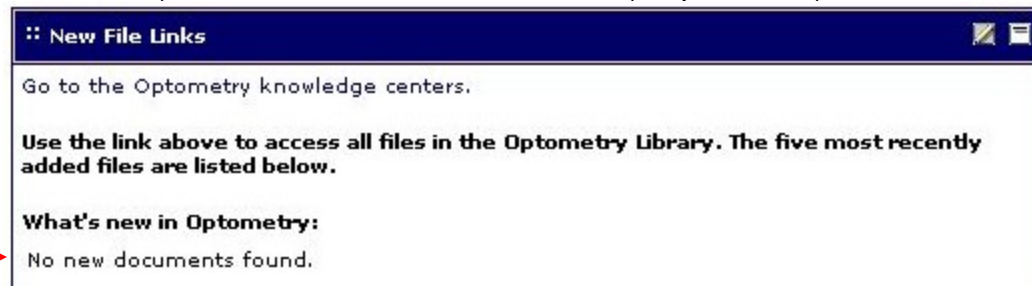
- ✦ Use the expander boxes in the left navigation screen to expand 'Medical' then expand 'Medical Service Corps', then 'Optometry' and finally 'Optometry Files'
- ✦ Once properly subscribed you should be able to expand your view as shown and view folder content. All files relevant to Navy Optometry are archived herein.
- ✦ The various page administrators will upload relevant files to these folders and create access links from the appropriate pages

- ✦ Again, the easiest way to access NKO Optometry's Library directly is to use the link found on CAPT Engle's Desk page.



- ✦ Subscribing as outlined in the previous slides will activate the "New Files Links" gear also found on CAPT Engle's Desk page the next time you logon to NKO
- ✦ This gear lists the most recent files added to the Optometry Library and provides direct links to these files. Checking this gear frequently is the best way to stay abreast with the latest Navy Optometry

- ✦ If you do not go through the process of subscribing as outlined in the previous slides, this gear will not be activated and you will only see this.



- ✦ NKO Navigation is not extremely intuitive at first. Luckily, this can be easily remedied by employing bookmarks and favorites.

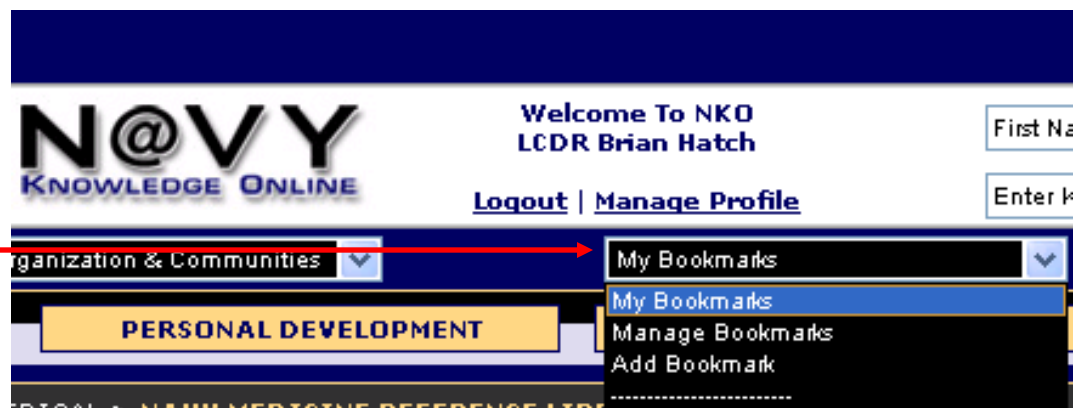
https://www.nko.navy.mil/portal/community?paf_communityId=co398500

1. Right click on the link above, select 'Add to Favorites' and name it 'NKO Optometry'
2. To visit the NKO Optometry Pages; simply open your web browser, go to favorites and then select your newly created favorite
3. This will take you to the NKO login splash screen
4. Enter your username and password and then click 'Log In'
5. You will automatically arrive at the NKO Optometry Home



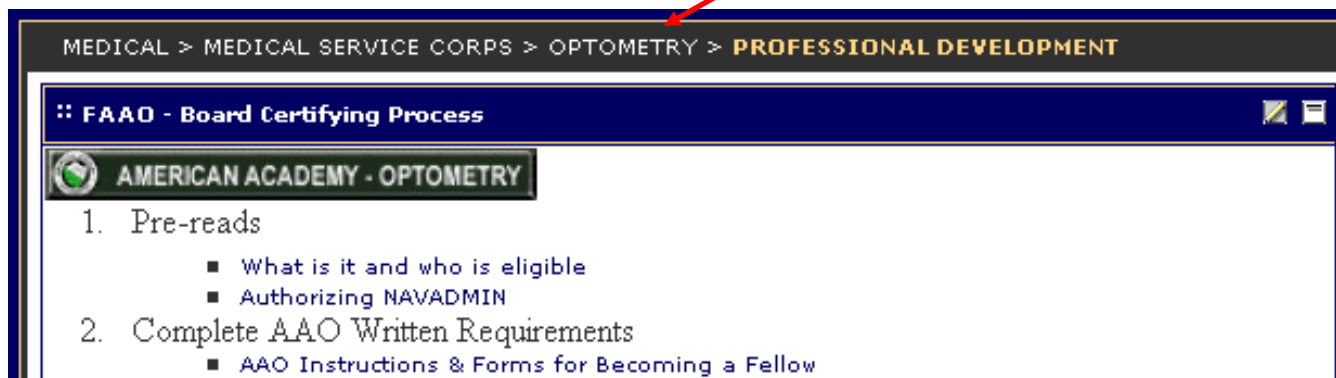
- ✦ Adding a favorite to your browser will work great, but only when you are using that workstation. A very good secondary method allows you to bookmark within NKO itself. Setting up the internal NKO bookmarks will allow you to find the NKO pages you bookmark regardless of what computer you use to access NKO. It is also easier to navigate between NKO pages this way once you are logged in.

- ✦ While on the NKO Navy Optometry Home Page, click the 'My Bookmarks' dropdown and choose 'Add Bookmark'. You can use the 'Manage Bookmarks' tool to remove unused bookmarks.



- ▶ Medical Service Corps
 - ▼ Optometry
 - CAPT Engle's Desk
 - Directory - Clinic Locations
 - Professional Development
 - Clinical - Patient Care
 - Clinical - Administration
 - Aviation Optometry
 - Refractive Surgery
 - Operational Optometry
 - Vision Readiness
 - Extern - Student Center

- ✦ Anytime you are on one of the NKO Optometry Pages there will be the left navigation available to select the various pages.
- ✦ Likewise, you make use the horizontal sitemap to remember where you are in NKO Hierarchy. Clicking on any of the headers will take you back to that location. For example if you clicked here, it would take you back to the Optometry Home Page.



❖ If you haven't already taken a course via NKO e-Learning you will soon.
E-Learning is easily accessed from the NKO Home Page

❖ The Electronic Training Jacket is a back door one-stop-shop to several BUPERS databases. If properly set-up, it will auto-login and grant you access to most elements of your officer training record.

NKO Home

LEARNING

- Navy e-Learning
- ❖ [Electronic Training Jacket](#)
- ❖ SMART Transcripts
- ❖ Navy College Office

Admin Data

NOBCs

Education

Language Skills

AQDs/Sub-Specs

Quals/Certs

Awards

Training

Career History

IBFT Training

Print Jacket

Logoff

Officer

Within the Electronic Training Jacket you can track:

- Education
- Qualifications and Certifications
- Awards and
- Military Specific Training...



For Official Use Only - Contains Privacy Act Data

| My Messages | | | | NKO Library | NKO IM | Admin Tools |
|---|--|---|--------------------------|-------------|--------|-------------|
| <input type="text" value="First Name"/> | <input type="text" value="Last Name"/> | <input type="button" value="Search White Pages"/> | Advanced | | | |
| <input type="text" value="Enter Keyword Here"/> | | <input type="button" value="Search Site"/> | Advanced | | | |

- ✦ The NKO White Pages is a great way to search for other NKO users.
- ✦ Additionally, the Search Site function has recently been expanded to search beyond NKO Library files.
- ✦ Try the advanced features to refine your searches

[Page 1](#)
[Page 2](#)
[Page 3](#)
[Page 4](#)
[Page 5](#)
[Page 6](#)
[Page 7](#)
[Page 8](#)
[<< Back](#)
[Next >>](#)

[Page 9](#)
[Page 10](#)
[Page 11](#)
[Page 12](#)
[Page 13](#)
[Page 14](#)
[Page 15](#)
[Page 16](#)
[Page 17](#)

[NKO Home](#) | [Help](#) | [About NKO](#) | [Feedback](#)

:: Learn About NKO

Do you have questions about:

- How to use NKO?
- Where to find NKO resources?
- Suggestions you'd like to voice?

There are several options available to you:

Submit Feedback through the [Email Feedback](#) link.

View the Tutorial (Guides) for New NKO Users.

- Review the various help files below:

1. Chat Tutorial V2.0
2. Instant Messaging Tutorial V2.0
3. Phase II NKO 3 Minute Tutorial V2.0
4. Phase II NKO Library Tutorial V2.0
5. Phase II NKO Knowledge Center Tutorial V2.0
6. Phase II NKO Search Site Tutorial V2.0
7. Phase II NKO Search White Pages Tutorial V2.0
8. Phase II NKO Threaded Discussions Tutorial V2.0
9. Sea Warrior (NKO) Administrators Responsibility V2.1
10. Sea Warrior (NKO) Maintaining Gears Guide V2.2
11. Phase II NKO Administrators Guide V2.0 Maintaining Groups
12. Sea Warrior (NKO) Maintaining Library Guide V2.1
13. Phase II NKO Administrators Guide V2.0 Administrator Tools
14. Sea Warrior (NKO) Maintaining Pages Guide V2.1
15. Sea Warrior (NKO) Global Navigation Tutorial V1.0

- ✦ For more in depth info on using NKO simply click on the 'About NKO' link on the upper right side of any NKO screen.
- ✦ Navy Optometrists selected to become page administrators should also use the resources on the 'About NKO' Page located in the Learn About NKO gears and to familiarize themselves with the admin process.
- ✦ NKO also offers Sea Warrior NKO Admin Training Courses for those asked to administrate pages.

[Page 1](#) [Page 2](#) [Page 3](#) [Page 4](#) [Page 5](#) [Page 6](#) [Page 7](#) [Page 8](#) << [Back](#) [Next](#) >>

[Page 9](#) [Page 10](#) [Page 11](#) [Page 12](#) [Page 13](#) [Page 14](#) [Page 15](#) [Page 16](#) [Page 17](#)

This tutorial has presented the basic steps to:

- Maintain your NKO Profile
 - Update the OD Directory
 - Manage your NKO Messages
 - Select your NKO Notification Settings
 - Setup your NKO Library
 - Navigate the NKO Optometry Pages
 - Utilize NKO e-Learning, White Pages and Search
 - Receive additional NKO Training
-

Remember the NKO Helpdesk is there to help!!!

- 877-253-7122 option 2 nlh.helpdesk@netc.navy.mil

| | | | | | | | | |
|--------|---------|---------|---------|---------|---------|---------|---------|---------|
| Page 1 | Page 2 | Page 3 | Page 4 | Page 5 | Page 6 | Page 7 | Page 8 | << Back |
| Page 9 | Page 10 | Page 11 | Page 12 | Page 13 | Page 14 | Page 15 | Page 16 | Page 17 |